OSAC Registry Approval Process Description

This process begins with a published or completed standard that an Organization of Scientific Area Committees (OSAC) subcommittee has deemed to be technically sound (via a Technical Merit Rating of 1 or 2 on the *Quality Infrastructure Committee [QIC] Form 1: Technical Merit Worksheet*), and that the subcommittee QIC liaison has confirmed to be either developed through an established standards development organization (SDO) or through another approved process (*QIC Form 2: Standards Development Process Worksheet)*.

RA-0   OSAC subcommittees may recommend standards to be added to the *OSAC Registry.*

RA-100   Complete and compile all *Registry Request Packet* forms to include 1) *QIC Form 1: Technical Merit Worksheet* 2) *QIC Form 2: Standards Development Process Worksheet* (if applicable) 3) *QIC Form 3: Registry Request* 4) *QIC Form 4: Impact Worksheet* 5) *QIC Form 5: Harmonization Worksheet*. Submit to appropriate SAC via Kavi workspace. (See separate procedure for Kavi Liaisons.)

RA-200   SAC reviews *Registry Request Packet*. If the SAC provides comments to a form, they should preface the change with "SAC/RA-XXX/YYYY-MM-DD", inserting the project stage at which the change was made as well as the date of the change). Units should then upload new versions of forms as "revisions" in Kavi. The SAC can also provide feedback on the subcommittee's designation of the type of standard.

RA-300   SAC votes on whether to issue a public *Notice of Intent to Add to Registry (Template A)*? If no, proceed to 350. If yes, proceed to 400.

RA-350   SAC Disapproval of *Notice of Intent*: SAC completes a *QIC Template B: Justification for Non-Approval*. SAC sends justification and *Registry Request Packet* back to subcommittee.

RA-375   Requesting subcommittee reviews all comments and determines appropriate next steps. If the subcommittee elects to resubmit the packet, they should begin the project again at RA-0, and be sure to include a documented response to the relevant *QIC Template B: Justification for Non-Approval.*

RA-400   SAC Approval of *Notice of Intent*: If SAC votes to approve posting for public comment (Note: this is not official SAC approval of the registry addition), SAC completes *QIC Template A: Notice of Intent to Add to Registry.* SAC issues notice on OSAC Public Workspace, notifies the subcommittee, the Forensic Science Standards Board (FSSB), and the National Institute of Standards and Technology (NIST) who will distribute an announcement via "GovDelivery" that is disseminated to 5,500 Forensics News subscribers.

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RA-500   SAC sends posted ***Notice of Intent*** and ***Registry Request Packet*** to Resource Committee Chairs.

RA-600   Resource Committee Chairs disseminate materials to their units and discuss/collect any comments. The QIC Impact Task Group will also review the impact of the document on the workplace, if implemented. Other OSAC units are encouraged to comment via the public comment mechanism. Resource Committees submit comments via Kavi before public comment period end date.

RA-700   After the 30-day public comment period, the subcommittee reviews and adjudicates comments from the public and from Resource Committees.

RA-800   QIC performs process control check on comment adjudication.

RA-900   If the QIC confirms compliance with the comment adjudication process, proceed to 1000; if the QIC does not confirm compliance, return to 700.

RA-1000   SAC either confirms that the **Registry Request Packet** is complete (proceed to 1100) or returns to subcommittee with a request for additional information (return to 700).

RA-1100   SAC votes to approve recommended document onto the Registry. (2/3 votes is required for approval.) If not approved, proceed to 1150. If approved (as a standard) proceed to 1600.

RA-1150   SAC publically posts comment adjudication and notifies subcommittee of decision.

RA-1175   SAC completes ***QIC Template B: Justification for Non-Approval Template*** and returns packet to subcommittee.

RA-1600   SAC sends ***Registry Request Packet*** to FSSB and notifies subcommittee of decision.

RA-1700   FSSB votes to approve the standard onto the Registry. (2/3 vote is required for approval.) If not approved, proceed to 1750. If approved, proceed to 1800.

RA-1750   FSSB posts comment adjudication and notifies subcommittee of decision.

RA-1775   FSSB completes the ***QIC Template B: Justification for Non-Approval Template***. FSSB sends packet to subcommittee, and notifies the SAC. Return to 375.

RA-1800   FSSB posts comment adjudication and opens the public appeals process, and once the Appeal panel has reached a decision, notifies SAC and subcommittee of decision.

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RA-1900   If the appeal is resolved, proceed to 2000. If appeals cannot be resolved, return to RA-700. Proceed through steps RA 800, RA 900, RA 1000, RA 1100, RA 1700 and RA 1800 part a) posting of comments. Skip steps RA 1800 b) Open Appeal Process.

RA-2000   FSSB sends **Registry Request Packet** to QIC.

RA-2100   QIC updates *OSAC Registry* to include the new approved standard (including date approved) and notifies the FSSB, SAC, and subcommittee.